DOCUMENT RESUME

ED 175 457 IR 007 626

TITLE	New Jersey Blueprint for School Media Programs. Second Edition.
INSTITUTION	New Jersey State Library, Trenton. Library Development Bureau.
PUB DATE	79
NOTE	21p.
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Audiovisual Aids; Check Lists; Facility Requirements; *Instructional Materials Centers; Library Materials; *Library Planning; *Library Programs; Personnel Needs; School Libraries; *Self Evaluation

ABSTRACT

Designed to be used for self evaluation at the local level, as a guide for supervisors, and to provide direction for short and long range planning of library media programs, this document proposes some guiding principles, defines selected terms, and outlines quantitative standards. The checklist of standards which makes up the greater part of the pamphlet is intended for use by individual libraries to examine their operations in terms of staff, facilities, collection, and equipment. (JEG)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED175457

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

NEW JERSEY BLUEPRINT FOR SCHOOL MEDIA PROGRAMS

Prepared by

School and College Media Services Section
Library Development Bureau
Division of The State Library
New Jersey State Department of Education

Second Edition

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Ann E. Voss

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Fred G. Burke
Commissioner of Education

Ralph H. Lataille
Deputy Commissioner of Education

Barbara Weaver
Assistant Commissioner of Education

Henry J. Michniewski
Head, Library Development Bureau

1979

IR007227

STATE BOARD OF EDUCATION

P. PAUL RICCI ..... VINELAND
President

JACK BAGAN ..... SALEM

S. DAVID BRANDT ..... CHERRY HILL
Vice President

WILLIAM COLON ..... JERSEY CITY

ANNE S. DILLMAN ..... PERTH AMBOY

RUTH H. MANCUSO ..... GLASSBORO

E. CONSTANCE MONTGOMERY ..... MORRISTOWN

KATHERINE NEUBERGER ..... LINCROFT
(Representative, State Board
of Higher Education)

SONIA B. RUBY ..... ATLANTIC CITY

JACK SLATER ..... PATERSON

TIMOTHY WEEKS ..... SOUTH ORANGE

SUSAN N. WILSON ..... PRINCETON

ROBERT J. WOLFENBARGER ..... SUMMIT

T. EDWARD HOLLANDER, ex officio
Chancellor, State Department
of Higher Education

SECRETARY
FRED G. BURKE
Commissioner of Education

RALPH H. LATAILLE
Deputy Commissioner of Education

NEW JERSEY BLUEPRINT FOR SCHOOL MEDIA PROGRAMS

GUIDING PRINCIPLES

This document has been prepared to help school districts evaluate present programs and to suggest long range plans for media services. Traditional library and audio visual departments are incorporated in a media center.

Modern education requires the supporting services of a well organized collection of a variety of communication media. The need for information must be satisfied and students must develop skill in locating constantly changing information. A professional staff is required to build, organize and assist in the use of a multi-media collection.

The New Jersey State Department of Education endorses the national standards prepared jointly by the American Library Association and the Association of Educational Communications and Technology of the National Education Association; and it should be pointed out that merely attaining quantitative standards does not guarantee a quality program. A basic collection is essential and the involvement of faculty and students in the selection as well as the use of materials are all essential elements in the evaluation of a quality program.

Inherent in media services and media center concepts is the understanding that a centralization of ordering, processing and coordination of selection requires a thoughtful planning of facilities which will permit easy access to all materials. A central catalog of materials and equipment encourages appropriate housing of special collections. Large buildings may require special facilities for guidance services, professional collections, or temporary collections developed in different locations throughout the building.

The development of policies and procedures of the media center should be based on the recommendations of a library/media committee consisting of administrators, faculty, students and media specialists.

These guiding principles are outlined in the "Thorough and Efficient" law (Chapter 212, Laws of 1975, Supplementing Title 18A of the New Jersey Statutes) and the Administrative Code. (State of New Jersey Administrative Code, Title 6, Department of Education)

DEFINITIONS

Some districts may wish to designate their services with the term school library, learning resource center, instructional materials center or media center. Media was adopted in the Standards for School Media Programs as being the most comprehensive term to describe the elements of a library-audio visual program.

Since direct service to children and teachers is essential, the emphasis in this document is on the program to be developed in individual school buildings. The development of supplementary centers and centralized district services needs further study.

Only selected definitions are included here. For educational terms see The Common Core of State Educational Information, 1953 and Standard Terminology for Curriculum and Instruction in Local and State School Systems, (Handbook vi) 1970 and subsequent volumes of the handbook series, State Educational Records and Reports, published by the U.S. Department of Health, Education and Welfare, Office of Education, Washington, D.C.

Media - Refers to printed and audio visual forms of communication and their accompanying technology.

Media aide - A media staff member with clerical and secretarial competencies.

Media center - A learning resource center in a school where a full range of print and audio visual media, necessary equipment, and accompanying services are accessible to students and teachers.

Media program - All the instructional and other services related to media furnished to students and teachers.

Media specialist - An individual who, if he is responsible for instructional decisions, meets requirements for teaching and has broad professional preparation in educational media. Within this field there may be several types of specialization, such as (a) level of instruction, (b) area of curriculum (c) type of media, and (d) type of service. In addition, other media specialists who are not responsible for instructional decisions, are members of the professional media staff and need not have teacher certification, e.g. television and media preparation specialists.

Media staff - The personnel who carry on the activities of a media center.

Media technician - A media staff member with competencies in one or more of the following fields: graphics production and display, information and materials processing, photographic production, and equipment operation and simple maintenance.

System media center - A center at the school system level to provide supporting and supplemental services to school media centers in individual schools of the system.

Unified media program - A program in which instructional and other services related to both print and audio visual media are administered in a single unified program under one director.

Teaching station - Any part of the school (usually but not always a classroom) where formal instruction takes place.

QUANTITATIVE STANDARDS

The essential unit of service for the program is the individual school building media center. Its program is coordinated with the services of the school district as well as the local public library, the county library, area and developmental libraries.

Successful media programs will need to give full attention to the following:

What plans have been made to coordinate the program of school library services with the State Plan as delineated in Libraries for the People of New Jersey or Knowledge for All?* Are current proposals such as Networks for Knowledge, or, Mobilizing Libraries for the People of New Jersey** reviewed for impact?

Has the head of the media center been clearly indicated when there are two or more professional staff members?

What provisions are made to insure that faculty and students are involved in the selection process?

How does the media staff work with teachers to provide meaningful instructional experiences?

What are the resources and services available to the school from local public libraries, area reference libraries, county libraries?

What are the cooperative practices between school and other libraries in such areas as book selection, buying, exchanging ideas?

How is a total school district media center program developed?

Does the instructional program require the use of materials and equipment recommended by the standards?

To support a media program, national standards suggest that not less than 6% of the national average for per pupil operational costs during the current year be allocated for the purchase of printed and audio visual materials.

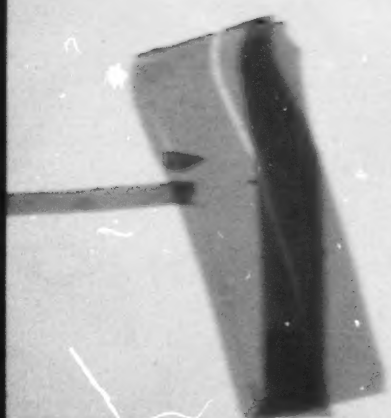
This would mean a system would budget approximately $80.00 per pupil based on 1976-77 estimates of $1,350 per pupil national average. New Jersey recommends half this amount is needed for minimum maintenance.

New schools will need to provide sufficient funds to develop minimum services. Regardless of enrollment at least $30,000 to be spent over a period of three years will be needed to establish media center services.

When developing a multi-media collection it is essential to evaluate carefully non-print materials. Equipment and materials are advancing rapidly and the advice of experienced media specialists should be sought before expensive installations are made.

* New Jersey Library Association, Library Development Committee. Libraries for the People of New Jersey or Knowledge for All, by Lowell A. Martin and Mary V. Gaver, CO-chairmen. New Brunswick, New Jersey, 1964.

** New Jersey Library Association, Library Development Committee. Networks for Knowledge, or Mobilizing Libraries for the People of New Jersey. Interim report. 1977.



CHECKLIST

The checklist of quantitative standards which has been developed here is arranged so that a self evaluation can be made. New schools and new programs may have to begin services with less than standard.

Quality programs will have analyzed quantitative standards carefully. Owning 6,000 books is not a complete measure of meeting a standard unless the books are carefully selected by media specialists, teachers and children for the curricular needs of the school and have been well organized for easy access.

The instructional program must be such that the collection, equipment and space are needed and used.

When developing new programs it is important to keep in mind that the separate parts of the standard are interlocking. It will not be wise to expend large sums of money for materials and equipment if sufficient staff is not available to select, organize and service the program.

STAFF

	Goal	Minimum	Present Achievement in local school
Media Specialist	1 for every 250 pupils	1 for every school regardless of size and not less than 1 for every 500 pupils	
Media Aide	1 for every professional employed	1 for every school regardless of size and not less than 1 for every 500 pupils	
Media Technician	1 for every professional employed	1 for every school regardless of size and not less than 1 for every 500 pupils	

LOCATION AND SPACE

Functions	Special aspects	Space in square feet	Present Achievement in local school
Entrance - Circulation & distribution	Displays & exhibits, copying equipment, card catalogs, periodical indexes	800-1000 sq. feet	
Reading and browsing - Individual viewing and listening	No more than 100 students should be seated in one area. Consider acoustical treatment and use of earphones	Space based on 15 percent of student enrollment at 40 sq. ft. per student *	
Individual study and learning Storytelling (elementary schools) Information services	30-40 per cent of seating capacity for individual study areas, equipped with power and capability of electronic and response systems and television outlets; area should be ducted for power and coaxial distribution. Where carrels are used, suggested size is 36 in. wide and 24 in. deep, equipped with shelving and media facilities, including electrical power, television and response outlets. Linear and other types of shelving for all types of materials.	The instructional program in some schools may require that 1/3 to 3/4 of the student population be accommodated in the media center (s),	
Conference room	Movable walls to allow for combining areas. Electrical and television outlets and acoustical treatment. One room, acoustically treated, with typewriters for student use	3-6 rooms with 150 sq. ft. each	

* Schools with fewer than 350 students should provide space for no less than 50 students.

LOCATION AND SPACE - continued

Functions	Special aspects	Space in square feet	Present Achievement in local school
Group projects and instruction in research	Flexible space, the equivalent of a classroom area, equipped for instructional purposes and needs.	900-1000	
Administration	Office space for 4 professional staff members. Media program planning area	600-800	
Workroom	The amount of space recommended will have to be increased if centralized cataloging and processing services are not available from a system media center, Centralized system center might estimate on basis of 1/4 space for each individual center served.	300-400	
Maintenance and repair service	Major service to come from system center	120-200	
Media production laboratory	Sinks, running water electrical outlets	800-1000	
Dark Room	Light-proof and equipped with light locks	150-200	
Materials and equipment storage for production	Necessary temperature and humidity control	120	

LOCATION AND SPACE - continued

Functions	Special aspects	Space in square feet	Present Achievement in local school
Stacks	Stacks for overflow books and audio visual materials	400-800	
Magazine storage	Space for back issues of magazines, readily accessible for use	250-400	
Audio visual equipment: distribution and storage	Decentralized storage in large schools. When microfilm is used recent back issues need storage	400-600	
Center for professional materials for faculty	Designed as a teachers' conference room Adjacent to media production laboratory	600-800	
Optional space	(determined by school program)		
Television Studio	A soundproof studio with ceilings 15 ft. high and doors 14 ft. by 12 ft.	40 ft. by 40 ft. studio with necessary control space	
Storage	For television properties, visuals, etc.	800-1000	
Office with work space	Place back-to-back with television studio	1200	
Radio	May be near television facilities	20 ft. by 25 ft. studio with necessary control space	
Computerized learning laboratory	Facilities to have response capability	900-1000	
Storage and control center for remote access		900-1000	

COLLECTION

Materials	Goal	Present Achievement in local school
Books	At least 6000-10,000 titles representing 10,000 volumes or 20 volumes per student, whichever is greater	
Magazines Elementary school (K-6) Elementary school (K-8) Junior high school Secondary school All schools	40-50 titles (includes some adult non-professional periodicals 50-75 titles 100-125 titles 125-175 titles In addition: necessary magazine indexes and duplication of titles and titles as required	
Newspapers Elementary school Junior high school Secondary school All schools	3-6 titles 6-10 titles 6-10 titles One local, one state, and one national newspaper to be represented in the collection	
Pamphlets, clippings, and miscellaneous materials (vertical file)	Pamphlets, government documents, catalogs of colleges and technical schools, vocational information, clippings, and other materials appropriate to the curriculum and for other interests of students	
Filmstrips	500-1000 titles, representing 1500 prints or 3 prints per pupil, whichever is greater (the number of titles to be increased in larger collections)	
8mm films Single concept Regular length	1 1/2 films per student with at least 500 titles supplemented by duplicates	

COLLECTION - continued

Materials	Goal	Present Achievement in local school
16 mm films	Acquisition of 16mm films at the building level would depend upon extent and frequency of use of individual film titles in the school, upon the availability of a system media center and its collection of film resources, and upon other factors. Whatever the source, the films must be quickly and easily accessible to the students and teachers requiring them. The recommendation given below is stated in terms of accessibility. Recommended: access to a minimum of 3000 titles supplemented by duplicates and rentals	
Tape and disc recordings (excluding electronic laboratory materials)	1000-2000 titles representing 3000 records or tapes or 6 per student, whichever is greater (the number of titles to be increased in larger collections)	
Slides	2000 (including all sizes of slides)	
Graphic materials Art prints (reproductions) Pictures and study prints	1000 with duplicates as needed Individual study prints and pictures for the picture and vertical file collections; in addition to individual prints, access to 15 sets per teaching station plus 25 sets available from the media center	
Other graphics	Posters, photographs, charts, diagrams, graphs, and other types	
Globes Elementary school Secondary school	1 globe in each teaching station and 2 in the media center 1 globe per 5 teaching stations and 2 in the media center	

COLLECTION - continued

Materials	Goal	Present Achievement in local school
All schools	In addition, special globes to be available in the media center	
Maps	1 map for each region studied and special maps (economic, weather, political, historical, and others) for each area studied Duplicate maps available for each class section requiring maps at the same time, the number of duplicates to be determined by sections of students and the availability of maps on transparencies and filmstrips Wall maps for teaching stations	
Microform	To be purchased as available on topics in the curriculum. All periodical subscriptions indexed in Reader's Guide and newspaper files should be obtained as needed for reference	
Transparencies	2000 transparencies, plus a selection of subject matter masters	
Other materials Programmed instructional	Printed, electronic, and other forms of programmed materials	
Realia	Models, dioramas, replicas, and other types of realia	
Kits Art objects Video tape recordings Remote access programs Resource files		

COLLECTION - continued

Materials	Goal	Present Achievement in local school
Professional materials for the faculty		
Books	200-1000	
Magazines	40-50 professional titles, with duplicates as needed; also Education Index	

EQUIPMENT

The need for shelving, seating, special cabinets and catalogs has been indicated in the checklist for collections. Additional information can be obtained from the bulletin on media centers prepared by the Building Services Division of the New Jersey State Department of Education, Instructional Media Center.

The checklist for audio visual equipment should be evaluated carefully. Since technological change is rapid, school districts are urged to call on audio visual specialists in local districts and at the State Department of Education when planning program and contemplating purchases.

The involvement of media specialists in the first steps of planning quarters is essential for effective utilization and program.

EQUIPMENT

Materials	Basic	Advanced	Present Achievement in local school
16mm sound projector	1 per 4 teaching stations plus 2 per media center	1 per 2 teaching stations plus 5 per media center	
8mm projector (only equipment for which material exists at the appropriate school level should be procured)	1 per 3 teaching stations plus 15 per media center	1 per teaching station plus 15 per media center	
2x2 slide projector remotely controlled	1 per 5 teaching stations plus 2 per media center	1 per 3 teaching stations plus 5 per media center	
Filmstrip or combination film-strip-slide projector	1 per 3 teaching stations plus 1 per media center	1 per teaching station plus 4 per media center	
Sound filmstrip projector	1 per 10 teaching stations plus 1 per media center	1 per 5 teaching stations plus 2 per media center	
10x10 overhead projector	1 per teaching station plus 2 per media center	1 per teaching station plus 4 per media center	
Opaque projector	1 per 25 teaching stations or 1 per floor in multifloor buildings	1 per 15 teaching stations plus 2 per media center	

EQUIPMENT - continued

Materials	Basic	Advanced	Present Achievement in local school
Filmstrip viewer	1 per teaching station plus the equivalent of 1 per 2 teaching stations in media center in elementary schools and 1 per 3 teaching stations in secondary schools	3 per teaching station plus the equivalent of 1 per 2 teaching stations in media center in elementary schools and 1 per 3 teaching stations in secondary schools	
2x2 slide viewer	1 per 5 teaching stations plus 1 per media center	1 per teaching station plus 1 per media center	
TV receiver (minimum 23" screen)	1 per teaching station where programs are available	1 per 24 students, if programs are available, in elementary schools, and 1 per 20 viewers in classroom, where programs are available, in secondary schools, and 1 per media center in both elementary and secondary schools	
Micro-projector	1 per 20 teaching stations	1 per 2 grade levels in an elementary school, 1 per department where applicable in secondary schools and 1 per media center	
Record Player	1 per teaching station K-3 1 per grade level 4-6, 1 per 15 teaching stations in secondary schools, and 1 set of earphones per each record player	1 per teaching station, K-6 in elementary schools plus 2 per media center, and 1 per 5 teaching stations plus 2 per media center in secondary schools, with earphones for each	
Audio tape recorders	1 per teaching station in elementary schools plus 2 per	1 per teaching station plus 2 per media center in	

EQUIPMENT - continued

Materials	Basic	Advanced	Present Achievement in local school
	media center, 1 per 10 teaching stations in secondary schools plus 2 per media center. One set of earphones for each recorder.	elementary schools, 1 per 5 teaching stations plus 2 per media center in secondary schools. One set of earphones for each recorder.	
Listening station	A portable listening station with 6-10 sets of earphones at the ratio of 1 per 3 teaching stations	One set of 6-10 earphones and listening equipment for each teaching station and media center	
Projection cart	1 per portable piece of equipment, purchased at the time equipment is obtained		
Projection screen	1 permanently mounted screen per classroom plus portable screens as needed. Permanent screen no smaller than 70x70 with keystone eliminator		
Closed-circuit TV	All new construction should include provisions for installation at each teaching station and media center. Older buildings should be wired for closed-circuit television with initiation of such programs		
Radio receiver (AM-FM)	1 per media center plus central distribution system (AM-FM)	3 per media center plus central distribution system (AM-FM)	
Copying machine	1 per 30 teaching stations plus 1 per media center	1 per 20 teaching stations plus 1 per media center	
Duplicating machine	1 per 30 teaching stations plus 1	1 per 20 teaching stations plus 1	

EQUIPMENT - continued

Materials	Basic	Advanced	Present Achievement in local school
	per media center	per media center	
Light control	Adequate light control in every classroom and media center. Adequate is interpreted to mean light control to the extent that all types of projected media can be utilized effectively		
Micro-readers (some with the micro-fiche attachment)	Equivalent of 1 per 10 teaching stations to be located in the media center	Equivalent of 1 per 5 teaching stations to be located in the media center	
Micro-reader printer	1 per center	3 per center	
Video tape recorder system (including cameras)	1 per 15 teaching stations with a minimum of 2 record-ers per building	1 per 5 teaching stations with a minimum of 2 per building	

Local Production Equipment Per Building

Dry mount press and tacking iron
Paper cutters
Two types of transparency production equipment
16mm camera
8mm camera
Rapid process camera
Equipped darkroom
Spirit duplicator
Primary typewriter
Copy camera and stand
Light box
35mm still camera
Film rewind
Film splicer (8mm and 16mm)
Tape splicer
Slide reproducer
Mechanical lettering devices
Portable chalkboard

EQUIPMENT - continued

Materials	Basic	Advanced	Present Achievement in local school

Items for Special Consideration

Large Group Instruction
The following equipment should be available for each large group instruction area

10x10 overhead auditorium type large screen; 16mm projector, auditorium type (consideration should be given to the possible use of rear screen projection techniques)

Television
A complete distribution system should be available in a building so that Broadcast TV can be received - 2500 MHZ UHF or VHF. Signals can be distributed to each room from the central TV reception area and/or from a central studio. Signals can be fed into the system from any classroom. Signals are available simultaneously

3 1/4 x 4 Projectors
If still used by teachers at the school building, there should be 1 per school building plus 1 auditorium type per each large group instructional area.

Equipment to make telelecture available